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Approved For Release 2001/08/31 : CIA-RDP78-04718A000300010133-2

22/03-2044

57-1323

TO: Deputy Director (Support)

APR 11 1957

Deputy Director (Plans)

Special Support Assistant to the Deputy Director (Support)

SUBJECT: Transfer of Ceiling Authorization to IO Division

This memorandum contains a recommendation submitted for approval to the DD/P and the DD/S. Such recommendation is contained in paragraph 4.

1. On 5 November 1956 the IO Division proposed its new personnel requirements with justification for an increase in personnel ceiling to meet an expanded work load. The establishment of a senior administrative position, justified primarily for the purpose of developing project administrative plans, represented one of the additional increases in personnel. In their review of the IO Division staffing requirements, the Chiefs of the DD/P senior staffs and the SSA-DD/S endorsed this as a legitimate personnel requirement. However, in view of the fact that the duties and functions of this newly proposed position were being performed by the detail of [REDACTED] to IO Division, their recommendation for the required increase in personnel ceiling for this position was withheld in anticipation that arrangements could be made for the official transfer of the position and the incumbent to IO Division from the Project Administrative Plans Staff.

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2. Agency Notice [REDACTED] dated 27 March 1957 officially terminates the Project Administrative Plans Staff. It is therefore considered appropriate at this time to finalize arrangements for the transfer of one additional personnel ceiling authorization to the IO Division in order that an official position can be established on the IO Division Table of Organization, thereby providing for the official assignment

3. The IO Division considers that assignment of an additional administrative officer is essential. The IO Division has approximately [REDACTED] of a proprietary or subsidy nature, each requiring an administrative plan setting forth the support control to be exercised by the Agency. It is felt that the work load required in performing the administrative plan function for IO Division would, in itself, justify the additional administrative officer. However, it is proposed that the addition of one personnel ceiling would be utilized to establish a position of Deputy Chief, IO Support Staff, thus creating a firm basis on which to establish an equitable distribution of duties and responsibilities currently performed by the Chief, IO Support Staff.

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4. In view of the fact that a majority of the duties and functions to be performed by this additional administrative officer has been provided as staff assistance by an organizational element of the DD/S, it is considered appropriate and recommended that an increase of one personnel ceiling authorization be provided IO Division by transfer from the DD/S to the DD/P.


Chief
International Organizations Division

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CONCUR:

15/
SSA-DD/S

12 April 57
Date

The recommendation in paragraph 4 above is approved:

15/
for Deputy Director (Plans)

17 April 57
Date

(signed) H. Gaton Lloyd
Deputy Director (Support)

APR 18 1957
Date

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DD/S Distribution:

Orig & 1 - D/Personnel

1 - Comptroller

1 - C/Management Staff

3 - DD/S *chrons subject reading*

1 - DD/P

1 - SSA-DD/S

1 - C/IO

1 - IO/Admin

1 - RI

1 - IO/Chrono

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